



**2016 Nuclear Information and Records Management Association Conference
Trip Report**

Name of Traveler:

Date(s) of Travel:

Location of Conference: JW Marriott Resort & Spa – Summerlin, Nevada

Purpose of Travel: Professional Development and Continuing Education programs

Significance to My Job Responsibilities:

Networking with peers:

Exhibitor Demonstrations:

Technical Presentations:

Recommendations for Follow-Up Activities to be Researched/Applied to our Business Practices:

Other conference highlights:

Title of Technical Session(s) Presented and/or Leadership Role Conducted during the Conference:

Business Unit/Committee meeting attendance:

Awards or other recognition received:

Names, Organizations, and Telephone Numbers of Significant or Foreign Contacts:

Traveler's Signature & Date:

Additional information in attachments (e.g., agenda, handouts, etc.).

Distribution List:



**2016 Nuclear Information and Records Management Association Conference
Trip Report**

All red text is provided as guidance and should be removed in your final report.

Name of Traveler:

Date(s) of Travel:

Location of Conference: JW Marriott Las Vegas Resort & Spa – Las Vegas, Nevada

Purpose of Travel: Professional Development and Continuing Education programs

Significance to My Job Responsibilities:

- Networking with peers regarding ... (list specific area)
- One-on-one demonstrations with vendors regarding (software for resolution of our) ... problem
- Specific information was obtained from ... regarding ... (indicate your specific issue and possibly attached a detailed report)

Recommendations for Follow-Up Activities to be Researched/Applied to our Business Practices:

- (Vendor company name and contact name) about (product name) that may help us in (insert your particular issue)
- (Presenter name) of technical session (title) as their solution/presentation may be able to help us with ...
- (Business Unit Chair/committee member name) regarding (issue/regulation) discussed and how it applies to our (title) business issue/concern

Other conference highlights:

- Guest speaker presentations: I found (list the topic) to have direct application to ...
- I plan to share (indicate the specific topics/presentation title) with (indicate other personnel and areas of responsibility)

Title of Technical Session(s) Presented and/or Leadership Role Conducted during the Conference:

I presented a Technical Session (title). There were approximately (#) of attendees. The following comments were received:

As the (your title) I presided over the conference meeting of the (BU/group/committee title). Of significant interest is ...

Business Unit/Committee meeting attendance:

- Indicate key points of what was accomplished and any action items assigned to you – also include how this assignment might benefit your work activities, roles and responsibilities

Awards or other recognition received:

Names, Organizations, and Telephone Numbers of Significant or Foreign Contacts:

Check your company/governmental agency specific requirements to determine your need to indicate a "reportable contact". Below is an example from the United States.

US DOE EXAMPLE: CONTACTS WITH INDIVIDUALS OR ORGANIZATIONS FROM SENSITIVE COUNTRIES

The United States Department of Energy (DOE) requires all employees and contractors to report unofficial contacts with individuals from sensitive countries. Reporting such contacts to other government agencies does not satisfy DOE requirements for notification. Do report:

- Unofficial contacts within or outside the U. S. (social, personal, or other unreported professional settings, such as conferences, where there is significant contact).
- Any attempted elicitation of information or contact (official or unofficial that would indicate a foreign intelligence presence). Any contact involving inappropriate efforts to obtain information about a sensitive subject, classified information, or any counterintelligence-related incidents. This may include perceived efforts to obtain sensitive or proprietary data.
- Any contact via telephone, facsimile machine, e-mail, Internet, or other electronic means (usually only the initial contact, official or unofficial).
- Anomalies—foreign power activity or knowledge, inconsistent with the expected norm, that suggests foreign knowledge of U. S. national security information, processes or capabilities.
- Report contacts as soon as possible after occurrence to the CIO. You are not required to notify DOE of "trivial" contacts, such as brief conversations not

involving significant content. Contacts included in trip reports need not be reported separately unless there is a concern.

If you have any questions about what constitutes a reportable contact or about the sensitivity of a specific country (the sensitive country list continually changes) contact your specific internal organization.

Traveler's Signature & Date:

Additional information in attachments (e.g., agenda, handouts, etc.).

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